

HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316

STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 08-03

POSITION TITLE: **Medical Supply Sergeant**

GRADES: SSG/E-6 DMOS: 76J30

FEMALE ASSIGNMENT ELIGIBILITY: Yes

UNIT: Det 3, STARC

Location: Fort Pickett, Blackstone, Virginia

OPENING DATE: 18 November 2002 CLOSING DATE: 18 December 2002

POC FOR ADDITIONAL INFORMATION: CPT Hunt, (434) 298-6337, or DSN 438-6337
or e-mail Mrs Brenda Ralls at brenda.ralls@va.ngb.army.mil

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional enlisted, grade SGT/E5 through SSG/E6, who are members of, or are able to become members of the Virginia Army National Guard. Must be qualified in the following MOS: 76J30. If not MOS qualified, must become MOS qualified within 12 months.

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERS
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (SF88 and SF93 or DD Form 2807-1 and DD 2808 completed within the last five years)
5. Photograph in Class A uniform (taken within the last 12 months)
6. Documentation to support all periods of duty/service creditable for retirement (**DD Forms 214, 1506, or NGB Forms 23/23B**)
7. Any additions information the applicant may wish to submit for consideration (i.e., DA Form 705, Height and Weight Statement, etc.)

DUTIES AND RESPONSIBILITIES: Conduct ongoing cross-coordination with all other full-time personnel in the unit/organization to ensure that short and long range readiness requirements are understood and accomplished in a timely manner. All AGR Soldiers share, along with all other full-time personnel, in the responsibility for strength maintenance of the unit/organization to which assigned. Supervise and plan medical supply

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 08-03

operations, storage activities and other logistical services. Perform liaison between staff and supported personnel. Analyze statistical data to determine effectiveness of operations. Plan and analyze operational data and reports to ascertain compliance with current regulatory directives. Develop and coordinate medical logistics portions of mobilization files. Perform or supervise requisitioning, receipt, inventory management, storage, preservation, issue, salvage, destruction, stock control, quality control, property management, repair parts management, inspection, packing and shipping, care, segregation and accounting of medical supplies and equipment. Ensure that inventories and location surveys/audits are performed properly. Inspect and evaluate medical supply activities to ensure compliance with standards of serviceability, precious metal recovery, destruction and disposal procedures. Assist in maintaining medical publications library and ensure the Pin Point Distribution account accurately reflects the unit requirements. This position requires TDY travel. Accomplish assistance/inspection visits within the Command (or supported organizations) to ensure medical elements are in compliance with current directives/regulations. Monitor supported unit medical operations for proper accountability, safeguarding and security of medical supplies and that requested supplies are realistic and within current authorizations. Perform other duties as required.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business 18 December 2002. Do not submit application packets in notebooks, folders, document protectors, or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
LTC, AD, VaARNG
Human Resource Officer